Logging-On to PERforM

When entering the PERforM system via the web link on the PERforM web page, or other means, the User (typically a Rater or Reviewer) will first be taken to the following screen in which he or she must enter their User Name (domain\userid) along with their Password.



Based upon the User's agency and/or division, the User's domain will *typically* be one of the four (4) options listed below. Under special circumstances, some exceptions may apply.

- 1. oadomain
- 2. ADS
- 3. BDS
- 4. CDS

ADS	BDS	CDS
Agriculture Corrections Economic Development Revenue Higher Education Insurance Natural Resources Professional Registration	Elementary and Secondary Education School for the Blind School for the Deaf Vocational Rehabilitation	Social Services Mental Health

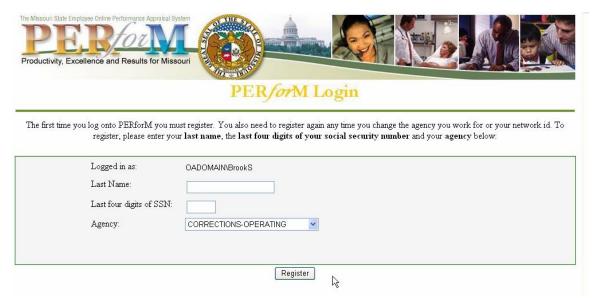
The **userid** (in many instances) is the first 5 letters of the User's last name and the first letter of their first name.

The **password** is the same password the User uses to log-on to their work computer.

The first time a User logs onto the PERforM system, the system will require information to register them. Users will not have to repeat this process unless they change their network ID and/or the agency they work for.

To register, the User provides:

- □ Their last name
- The last four digits of their Social Security Number; and
- ☐ Their agency



If the system cannot uniquely identify the User with these three pieces of data, the system will ask for a birth date.



Once the Rater has successfully logged onto PERforM, they will be prompted to go to their Home Page.



The Home Page lists the Rater's current employees and gives them working options.

What if the Rater can't log-on to the system?

If the system cannot uniquely identify the User, he/she must contact their Agency Administrator (typically someone in the agency Personnel or Human Resources Office). The Agency Administrator will verify that the data entered on the PUD3 table in SAMII HR is correct.

If for any reason the Agency Administrator cannot help the User, the Agency Administrator should contact the System Administrator (in the Office of Administration, Division of Personnel).

